



**CHRISTIAN ACADEMY
— OF AMERICA —**

Kindergarten Handbook

1426 Clay Hill Rd. Billings, MO 65610
(972) 539-1458 www.chaoa.com



NAPS
National Association of Private Schools

Kindergarten Handbook

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"Academic Excellence for God's Glory"
Billings, MO - (972)-539-1458 - www.chaoa.com

Dear Parents:

Welcome to Christian Academy of America, a fully accredited, distance-based private school. Our motto is "Academic Excellence for God's Glory." We appreciate the privilege to partner with you in your child's education.

Please read and follow the instructions in this handbook carefully. These tried and proven procedures will help you and your student meet your academic goals. Remember, success in this endeavor will be accomplished one day at a time.

CAA's kindergarten course primarily covers Language Arts, Math, and Bible. The focus of *Kindergarten Language Arts* is to learn to read. The focus of *Kindergarten Math* is to learn basic math skills and concepts.

The *Kindergarten Language Arts* course, which includes one Teacher's Guide and two student workbooks, teaches students to identify the names and sounds of each letter. There are 160 lessons for the year. These lessons cover letter recognition, consonant sounds and blending, vowel sounds, consonant beginnings, endings, syllables, and non-phonetic sounds.

The *Kindergarten Math* course, which includes one Teacher's Guide and two student workbooks, teaches students number recognition, counting, ordinal numbers, and number value. There are 160 lessons for the year. These lessons cover counting, adding and subtracting single digits, money values, time and days of the week, direction, shape and color recognition, and comparisons.

Each Teacher's Guide includes a Daily Lesson Planner as well as instructions and tips for teaching each lesson. *Be sure to go over the lessons ahead of time because some lessons require additional resources or preparation.*

Your compliance with the procedures in this handbook deserves your utmost attention. We look forward to working with you to make your kindergarten experience a success!

God bless you!
Jonathan M. Pulaski
Administrator

Note: Throughout this handbook, Christian Academy of America will be referred to as CAA.

Welcome to Kindergarten!

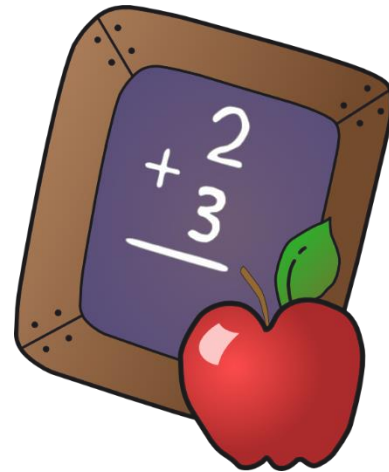
Getting Started

- Begin by organizing your materials. Compare items received with the packing slip. **If anything is missing, you must notify the Academy office within ten (10) days of receiving the shipment.** Claims made after ten (10) days will incur replacement and shipping fees. There may be items on backorder. If so, your invoice will have a notation of “To Follow”.
- Establish a quiet, cheerful, comfortable, and well-lit work area for your child.
- Establish a consistent daily routine for kindergarten time. Daily repetition is important, especially when children are learning foundational concepts. Skipping days between lesson times will make it hard for your student to retain the new skills and information they are learning.
- Read through each day’s instructions the day before to allow time to acquire and prepare materials that might be needed for the next lesson.
- Make your lesson times fun and interesting. When *you* are excited about what you are teaching, your *child* will be excited to learn.
- Include break times as needed (at least one 20–30-minute break about halfway through the lesson time).
- Follow the guidelines in your Teacher’s Guide for forming each number and letter, correcting mistakes that are made.

Following these steps will ensure your child gets off to a good start in their education. Don’t expect perfection, but continually encourage and look for progress.

Daily Procedures

- 🍏 Be sure to review every day. Make it fun! This can even be done as a game or activity. (Several ideas are included at the end of this handbook.)
- 🍏 Encourage neat handwriting and coloring.
- 🍏 Make sure your child is holding their pencil correctly and not too tightly. (Pencil grips are great for helping with this.) Pushing down too hard while writing can cause their hand/arm to get tired quickly.
- 🍏 When practicing handwriting, be sure your child uses correct strokes for forming letters and numbers. Speed is not as important as correct formation and neatness. You are developing your child's foundation of writing skills for the rest of their life.
- 🍏 Have your child trace over the dotted examples before writing letters or numbers on their own. This will help them to form the letters correctly, as well as aid in developing fine motor skills. As you follow these steps, your child's ability and confidence will gradually increase.
- 🍏 To help with letter and word spacing, have your child put a finger space between individual letters and numbers (when practicing each) and between words (when writing sentences). This will guide them in learning appropriate, consistent spacing in writing.
- 🍏 Praise your child for a job well done and gently correct them when they make mistakes. Praise them for good attitudes and diligent effort, not just for successful performance. This will motivate them to keep trying even if they're struggling. They want to please you, so be generous with your praise.



Remember, you are laying the foundation for great penmanship!

Required Reports

You will need to send in completed work at three different points during the school year. Additionally, at the end of each quarter (40 lessons), a Student Evaluation is given. This is not a test. It is meant to help identify weak areas that need to be addressed. These evaluations need to be turned in with the Mid-Year and End-Year reports.

1. First-Month Report

The First-Month Report is due after the completion of one month of enrollment with CAA (beginning from your student's Start Date). By this time, your student will have completed at least the **first 12 lessons in both Language Arts and Math**. Return them to our office along with the yellow **First-Month Report form**. Simply tear out the perforated sheets and enclose them in an envelope. *All forms must be completed and signed.*

2. Mid-Year Report

The Mid-Year Report is due halfway through the school year. These items must be included:

- Bible workbooks #1001-1003
- Language Arts student workbook #1 (Lessons 13-80)
- Math student workbook #1 (Lessons 13-80)
- Student Evaluations for 1st & 2nd quarters (found in the Teacher's Guide):
 - Language Arts – pp. 114-115 and pp. 206-208
 - Math – pp. 91-93 and 164-166
- Mid-Year Report form (pink)

3. End-Year Report

The End-Year Report is due at the end of the school year. These items must be included:

- Bible workbooks #1004-1006
- Language Arts student workbook #2 (Lessons 81-160)
- Math student workbook #2 (Lessons 81-160)
- Student Evaluations for 3rd and 4th quarters (found in the Teacher's Guide):
 - Language Arts – pp. 269-299 and pp. 388-392
 - Math – pp. 235-238 and pp. 301-305
- End-Year Report form (green)

**Report cards are only processed after all required
End-Year Report items are received.**

The cost of shipping original materials to students is covered by tuition. Return shipping of the reports covered in the handbook and any supplies needed to ship those items back to CAA are the responsibility of the parent/supervisor. **We request that you use a shipping method with a tracking number**, and we recommend also paying for insurance. CAA is not responsible for lost work. Please **do not** require a signature as this can greatly delay our receiving your student's work if attempts are made to deliver your package outside of regular office hours.

If work is returned with postage due, it will be charged to the student's account. Materials that are sent by CAA as a replacement for work that has been lost, damaged, or changed due to a course adjustment will incur replacement and shipping fees.

Please contact the Academy office before returning new or unused workbooks or materials for any reason.

Return your reports by mail to:
Christian Academy of America
1426 Clay Hill Road
Billings, MO 65610

Tuition Information

Each shipment of curriculum (based on the tuition installment made) will include an invoice showing the most recent tuition installment paid, as well as your next tuition due date. You are responsible to submit the next installment by the due date listed. The next shipment of schoolwork will be sent after the applicable tuition installment has been made.

If tuition is not submitted by the due date, a Reactivation Fee is required (in addition to the tuition due) to continue your student's enrollment. If you do not reactivate your student within three months, the Reactivation Expiration Deadline (RED) policy will go into effect.

The RED policy prohibits the reactivation of students who have been inactive for more than three months or have received three inactive notices in one year.

Tuition installments can be paid with a debit or credit card on the CAA Payment Center (www.chaoa.com/payment-center/) or by calling the office. CAA does not accept checks or money orders.

Tuition installments are not charged automatically unless you specifically request it. Recurring payments are scheduled for one grade level at a time and must be requested again for each subsequent school year. If you are unsure about your tuition rate or have questions about rates listed on the Payment Center, please contact us before submitting payment. If you have multiple students enrolled with us, younger students are eligible to receive a discount on tuition. (Your oldest student will pay full rate.) To receive this discount, tuition must be paid over the phone or for both students in the same transaction on the Payment Center. **Discounts are not applied to tuition that has already been submitted on the Payment Center.**

THINGS YOUR CHILD SHOULD LEARN TO DO BY THE END OF KINDERGARTEN

- Recognize and name colors and shapes.
- Recognize and count numbers zero to 100.
- Write numbers zero to 20.
- Skip count by 2s, 5s, and 10s.
- Add and subtract single digits.
- Know all letter sounds and commonly used blends.
- Read simple words and phrases.
- Recognize and read short sight words.
- Recognize and write all capital and lowercase letters of the alphabet.
- Know their address and phone number.
- Recite the days of the week, months of the year, and seasons.
- Memorize short Bible verses or poems.
- Follow verbal directions (e.g., in, out, before, after, up, down, in front, behind).
- Identify patterns – know what color, shape, letter, or number comes next in a sequence (e.g., 3 4 5 3 4 ____, circle, square, circle, ____).
- Recognize comparisons, including similarities and differences (e.g., short and tall, hot and cold, soft and hard, same or different colors).
- Recognize words that rhyme (e.g., hat & cat, sad & mad, ice & rice).

Some of these will need to be added to your daily schedule.



ABCs Animal Alphabet

(For use with alphabet flashcards included in kit)

Ā – Ape

Ă – Antelope

Ā – Armadillo

B – Buffalo

Ĉ – Cockatoo

ĉ – Civet

D – Duck

Ē – Emu

Ě – Elephant

F – Fox

Ĝ – Gerbil

Ĝ – Goldfish

H – Hippopotamus

Ī – Ibex

Ī – Inchworm

J – Jaguar

K – Kangaroo

L – Lizard

M – Mule

N – Nightingale

Ō – Okapi

Ŏ – Ostrich

P – Peacock

Q – Quail

R – Rabbit

S – Sunfish

T – Tiger

Ū – Unicorn

Ŭ – Umbrella Bird

V – Vole

W – Walrus

X – Ox

Ÿ – Butterfly

Ÿ – Yak

Z – Zebra



Things to Remember



- ★ The kindergarten and first grade years of a student's schooling are essential. A foundation is being built for the rest of their life. Math, phonics (reading), and penmanship are key. Building a strong foundation in these areas will give your student the tools they need for the rest of their schooling and life.
- ★ Be excited about learning! This will help them develop a positive attitude toward learning. If *you* are excited, your *student* will be excited.
- ★ Repetition is key to learning. This is especially true for math facts and letter sounds.
- ★ Finding fun ways to review will help your student look forward to that time and not dread it. Songs, rhymes, games, and activities are just a few of the fun ways to review.
- ★ Incorporate as many senses as possible when teaching. This will increase your student's ability to retain what is being taught.
- ★ Make it hands-on. Kinesthetics and tactile learning are important for kindergarteners. Kinesthetics involves physical movement, and tactile learning emphasizes the sense of touch. Both approaches aim to turn abstract ideas into physical experiences. Many of the tips in the following pages implement kinesthetics and tactile learning. The options are endless!
- ★ The following pages contain tips and ideas for learning and reviewing math, phonics, and penmanship to help you get started. They are designed so you can cut them out into individual cards. You may want to keep these in a box or file and draw one out randomly each day to use as the tip or activity of the day. This will keep things easy for you and exciting for your student. As you find or create new ideas you can make your own cards and add them to your collection.

(Note: The cards will be slightly smaller than a standard index card. This makes it easy to glue them onto index cards for extra durability, if desired. Colored index cards will add even more fun.)



Tips for Success

**Be sure to follow the
instructions given in each
Teacher's Manual.**

Make learning fun!

**Help give your student a
positive attitude towards learning
that will continue throughout
their educational journey.**

Keep it short.

**Because your child's attention span is still
developing, they will only be able to absorb
new information in small increments.
Frequent but brief learning times are
more effective than long sessions because
your child will retain more and
be less likely to get bored or frustrated.**

Encourage your student.

**Praise them for a job well done and
gently correct mistakes.**

**Praise good attitudes and diligent effort,
not just successful performance.**

**This will motivate them to keep trying
even if they're struggling.**

They want to please you, so be generous with your praise.

Pronounce each letter sound carefully so that it is learned correctly.

(If you are unsure of a letter sound, please
call our office. We are happy to help!)

Read, read, read!

**When your student starts putting
sounds together, have them read to you
as often as possible. The more they practice
reading the better they will become at it.**

Don't stop reading just because it's summer break!

Use manipulatives such as building blocks, spoons, buttons, rocks, or popsicle sticks to practice counting.

Play Hopscotch with numbers or the alphabet.

Make numbers, letters, and shapes with Play-Doh, clay, or pipe cleaners.

**Use alliteration to
practice letter sounds.**

For example: Logan likes learning. Sam
speaks slowly. Mud makes me messy.

Review, review, review!

Repetition is key to learning
letter sounds and math facts.

**Alternate teaching a new
concept and reviewing one
already learned. This will help
your student retain the
information being taught.**



Tips for Review Time

**Find fun ways to review letters,
sounds, and numbers.**

This keeps your student from getting bored and helps them develop a positive attitude toward learning.

**Say one letter, sound, or
number quietly
and the next loudly.**

**If you have a trampoline or
rebounder, have your student jump
while counting or while reciting
the letters of the alphabet.**

Counting by 2s, 5s, or 10s can also be done this way.

When learning a letter sound, have your student move from sitting to standing (and vice versa) each time they hear a word with that sound.

Play a matching game.

Make a set of alphabet cards, with capital letters on one set and lowercase letters on the other.

Mix the cards up and lay them facedown. Have your student turn two cards over. If the letters match, they get to keep the cards. If not, turn the cards back over and give your student another turn.

This can also be used for math facts, with questions on one set of cards and answers on the other.

March around the room or jump up and down while reviewing letter sounds.

Play Alphabet Scramble.

Once your student has learned the alphabet, mix up the alphabet cards and have them see how fast they can put the cards in order.

Play Number Scramble.

Once your student has learned their numbers, mix up the number cards and have them see how fast they can put the cards in order.

You can also do this when learning to count by 2s, 5s, or 10s.

Play “Race the Teacher”.

Using two sets of alphabet or number cards, have your student “Race the Teacher” to see who can put the cards in order first.

This is recommended only when the student is confident with their letters/numbers.

Go on a letter hunt.

Have your student look for objects that make the same sound as the letter they are learning.

This can be done inside or outdoors.

Go on a number hunt.

Have your student look for the numbers learned or have them collect a certain number of objects.

Example: "Can you find the number 2 on a sign?" or "Go get 7 blocks." Have them count the blocks for you when they return. You can also review colors or shapes at the same time by asking them to get 4 yellow/round toys.

Let your student hold the alphabet card for each letter and sound they say correctly.

Keep reviewing until they are holding all the cards.

Lay the alphabet cards (of letters learned) randomly around the room. Say one of the sounds being learned, then have your student run, jump, hop, or skip to the letter that makes that sound. Continue until they find all the sounds.

Play “Go Fish” with capital and lowercase number cards.

Tips for Writing



**Teach your student
proper penmanship.**

Encourage improvement each week.

**Follow the guidelines
in your Teacher's Manual for
forming each letter or number.**

**Be sure your student is tracing over
dotted examples before attempting
letters on their own.**

This will help them form the letters correctly
and will aid in developing their fine motor skills.

Make sure your student is holding their pencil correctly and not too tightly.

Holding the pencil too tightly can cause their hand/arm to tire quickly.

Use a pencil grip to help your student learn to hold their pencil correctly.

Dark, heavy lines on their paper indicate they are pressing down too hard with their pencil.

Fill a large pan or bowl with sand or salt and have your student “write” letters or numbers in it with their finger.

Encourage them to use proper strokes while they are “writing”.

**When teaching the correct strokes
for forming each letter, have
your student “write” in the air
with their pointer finger.**

**Don't expect perfection,
but continually look for and
encourage progress.**

Remember, your student is in
the foundational stage
of learning good handwriting.